

Chapter 15G. Administrator Funded Post-Doc System

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Application Process

The ARS Administrator Funded Research Associate Program funds 40 post-doc proposals each year for a two-year period. The following information describes the process and procedures for submitting proposals. Refer to P&P 105.1-ARS, for additional policies and procedures.

Proposal Information

Proposals are submitted by a single ARS permanent scientist (Category 1 or 4) who serves as the mentor and supervisor of the Research Associate. Proposals with a Category 2 scientist as the supervisor cannot be funded. Proposals cannot be submitted by a scientist on a PIP or by a temporary scientist. Only **ONE** proposal can be submitted by a scientist. The proposal should outline research that can be accomplished in 2 years and that is directly relevant to the research project under which it is submitted. Proposals that identify specific achievable objectives will receive more favorable consideration than those that simply speed progress towards long-term goals.

Each proposal can only be submitted under the National Program under which it reports. Proposals cannot be submitted under a “Contributing” National Program. In the text, the proposal should also specify which National Program objective(s) will be advanced by the proposed research.

Each submitted proposal will be evaluated independently by the Area Director and the National Program Leadership Team for the National Program. Criteria for evaluation will include scientific excellence, relevance to National Program objectives, and capacity to perform and manage the proposed work. The two scores will be combined to determine which proposals are funded. One proposal will be recognized as the best overall proposal, and that Research Associate will be designated as the T.W. Edminster Research Associate. The funded proposals, and the T.W. Edminster winner, will be announced at the Administrator’s Council meeting in September each year.

Funding: The awarded proposals are funded for a two-year period at a **maximum** of \$70,000 per year. The T.W. Edminster Awardee receives \$80,000 per year for a two-year period.

Class of 2017 Post-Doc Program Schedule

June 1-July 1, 2016	Proposals are electronically submitted by scientists to respective ADs via ARIS.
July 15, 2016	<i>Area Directors (ADs) complete initial screening and electronically forward proposals to ONP via ARIS. <u>No more than 40 proposals should be submitted to ONP by each Area.</u></i>
July 18-Aug. 12, 2016	ADs and National Program Teams (NPTs) complete rankings. All rankings are due by COB, August 12, 2016.
September 2016	Proposals to receive funding are submitted to the Administrator.
September 2016	Selected proposals for funding announced at Administrator's Council Meeting.

NOTE: Each year the schedule dates will change.

Preparation of Proposals

Proposals can be prepared offline in a word processing software, such as Microsoft Word, or can be entered directly online in ARIS. The benefit of preparing the proposal offline is that you have the spell check capability. ARIS does not provide that option.

- The TEXT of the proposal cannot exceed 4,000 characters (i.e., 54 lines). If entered online, ARIS will stop adding text when it has reached the maximum allowable number of characters. If typed offline, then copied and pasted in, ARIS will display an error message if the text exceeds 4,000 characters.
- The text should include the following:
 - RESEARCH PROBLEM
 - NATIONAL PROGRAM (Identify which National Program objective(s) will be advanced by the proposed research.)
 - OBJECTIVE
 - APPROACH and GOAL
 - EXPECTED RESULTS
 - ADDITIONAL INFORMATION
- If the proposal is created in word processing software, the user must logon to ARIS to complete entry of the proposal.

ARIS Data Entry

Enter the Post Doctoral subsystem by clicking the **Post Doctoral** subsystem icon to display the post-doctoral screen (fig. 1).

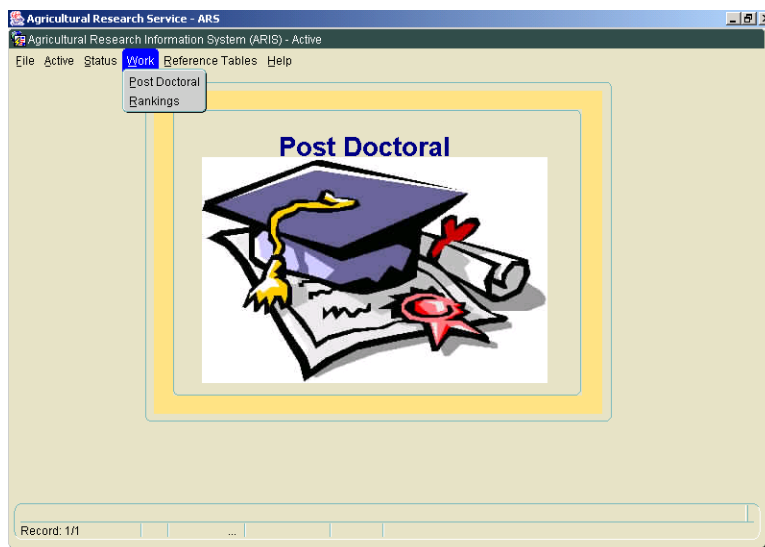


Fig. 1 - Post Doctoral Subsystem Screen

To enter a new proposal, click **Work** and **Post Doctoral** from the tool bar (fig. 1). A list screen will be displayed (fig. 2).

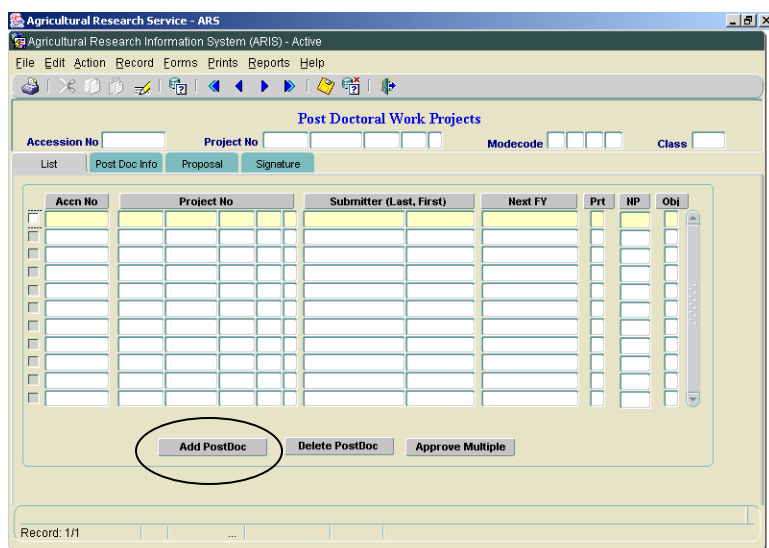


Fig. 2 -Post Doctoral Work Projects List Screen

Click the **Add PostDoc** button to display the PostDoc Info screen (fig. 3).

Fig. 3 – Post Doctoral Work Projects Information Screen

Information to enter includes:

- Title of the proposal.
- Submitter: Choose the submitter by clicking the “?”. Only Category 1 and 4 scientists in the management unit will be displayed. **The Submitter’s email address will automatically inserted from the personnel table.**
- Project Number: Choose the project number by clicking the “?”. Only projects within the management unit will be displayed. Once the project number is selected, the project title and accession number, Abs Obj (objective), and National Program will be automatically inserted. **Note:** If the Abs Obj is still blank after the project number is chosen, the project is coded to two STP codes at 50% each. **Headquarters** will insert the Abs Obj in these cases.
- Comments.

Once the data entry on the Project Info screen is complete (fig. 4), click the **Proposal** tab to display the Proposal screen (fig. 5).

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Post Doctoral Work Projects

Accession No [] Project No [] Modecode [] Class []

List Post Doc Info Proposal Signature

Title of PostDoc Proposal Chemical Fingerprinting Methods for...

Submitter (Last, First, Middle, Suffix) HARNLY JAMES M []

Submitter Email []

Class 2016 Record No 01 Accn No 426367

Project No 8040 52000 063 00 D ? Modecode 80 40 05 05 Next Fiscal YR \$2,361,847

Project Title Metabolite Profiling and Chemical Fingerprinting Methods for Characterization of Foods, Botanical Supplements, and Biological Materials

Strategic Plan

Abs Obj 5 ? STP Code 5 2 1 1 Percent 100

National Program

Code 107 Desc Human Nutrition

Comments New proposal. jcs

Record: 1/1

Fig. 4 - Completed Project Information Screen

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Post Doctoral Work Projects

Accession No 0426367 Project No 8040 52000 063 00 D Modecode 80 40 05 05 Class 2016

List Post Doc Info Proposal Signature

Enter the proposal here, either directly on line or by copying (Ctrl C) and pasting (Ctrl V) from a word processing program...

Record: 1/1

Fig. 5 - Post Doctoral Work Projects Proposal Screen

To enter text on the proposal screen, type directly in the box provided or copy and paste from a word processing program into the box. To paste into the box, use Ctrl V. **REMEMBER:** The maximum allowable number of characters is 4,000 (~ 54 lines). If the text pasted is too long, ARIS will display an error “value too long”.

When the proposal data entry is completed, click the **List** tab. ARIS will prompt you to save. Once saved, ARIS will return to the List screen. The new proposal will be displayed (fig. 6).

Proposals should be submitted electronically according to the individual Area's schedule. The Areas follow the schedule determined by the Administrator, but each Area may have their own deadlines to receive the proposals in their Area Office.

[illegible]

Fig. 6 - List Screen with Proposal Displayed

The Post-doc system closes each year, usually around early July (refer to the post-doc schedule for the respective year). Once the system is closed, no proposals can be entered or modified and the ranking process begins.

Post-Doc Print

To print the post-doc proposal for review and approval, from the List screen, mark the proposal(s) to be printed and click **Prints** and **Postdoc Print**. Adobe will launch and display the file. Click the printer icon to print.

Modify a Work Record

To modify a Post-doc work record, from the List screen, place your cursor on the record to be modified. Click the **Post-doc Info** tab to modify project information, submitter, etc., or the **Proposal** tab to modify the proposal. When modifications are complete, save, and return to the List screen.

Approval

Once the proposal(s) has been approved by the Research Leader/Center Director/Area Director, mark the proposal to be approved and click the **Signature** tab. The signature screen will be displayed. Enter the name of the approving official on the appropriate line, enter the date, and mark approve or disapprove. Click the **Approve/Disapprove** button. ARIS will then return to the List screen. The proposal will no longer be shown. It is then automatically moved to the next level for approval.

To do a multiple approval, mark all the proposals to be approved at one time, and click the **Signature** tab, and follow the same instructions as above.

Status

To view the progress of the post-doc proposals, from the main Post-Doc screen, click **Status** from the toolbar. The List Status screen will be displayed. From here, you can view the current level of the proposal, and view the proposal, project information and signatures.

Active Post-Docs

To query the active post-doc system, click **Active** and **Post Doctoral Proposals Approved** (fig. 7). A query screen will be displayed. Enter the information you would like to query by (eg. Mode Code 80 – Northeast Area, Class of 2014 – to pull the approved postdocs for Class of 2014) (fig. 8).

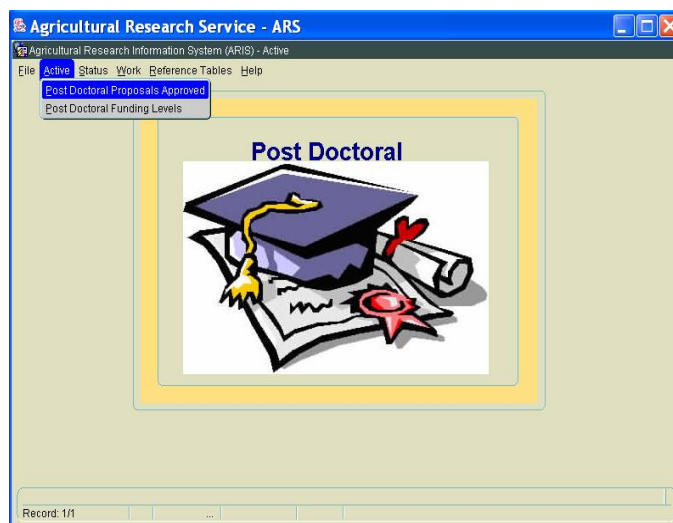


Fig. 7 – Active Post-Doc Query

Fig. 8 – Active Post-Docs – Query Screen

A list will be displayed based on the query criteria entered (fig. 9).

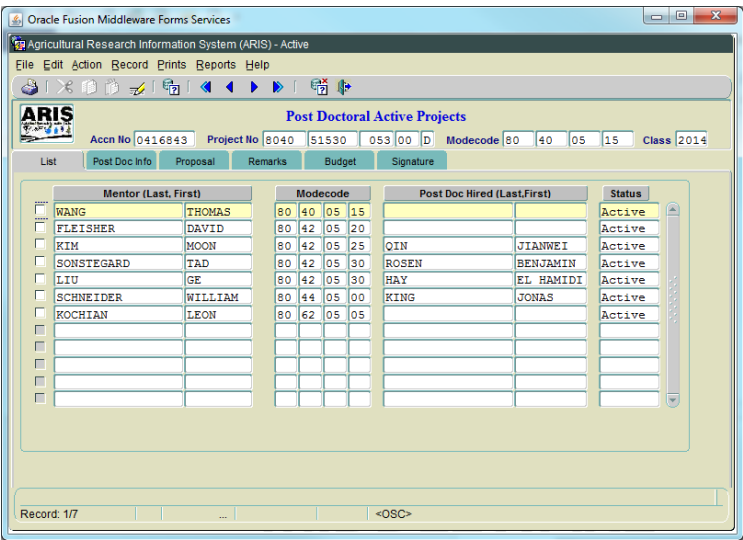


Fig. 9 – Active Post-Docs – Query Results

Active Post-Doc Print

To print a list of the Active Post-Docs, mark all records, click **Prints** and **PostDoc Summary** (fig. 10). A listing will be displayed in Adobe. Click the Printer icon to print. This print includes, Project Number, Mentor, Post-doc Hired, Date Entered, Title of Proposal, and Lead NPL.

To print the actual proposal, mark the proposal by placing check in the box to the left of the project number, click **Prints** and **PostDoc Print**. The proposal will be displayed in Adobe. Click the Printer icon to print.

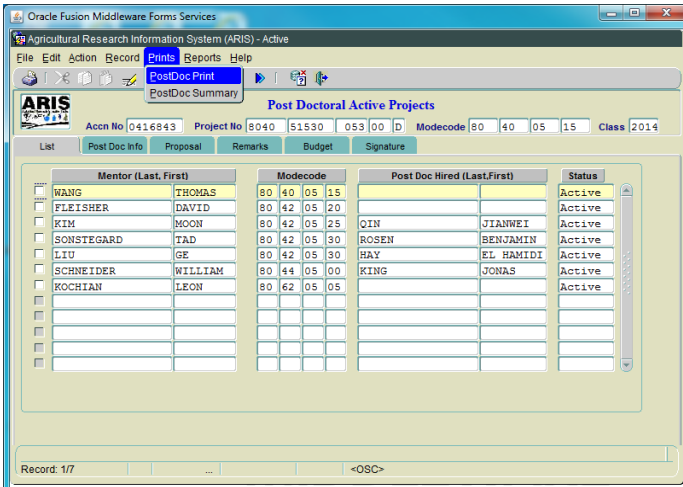


Fig. 10 – Active Post-Doc Print Options

Awarded Post-doc Funding

- Once a post-doc is hired for the awarded post-doc position, the management unit is responsible for requesting the funding each year. Follow Chapter 4B, Fund Transfers, in the Online ARIS Manual to prepare the fund transfer request.
- The funding project for all post-doc funding will always be **0101-88888-016-00D**.
- When requesting funding, the following information must be included in the remarks section of the 416 submission and in the fund transfer comments section: name of mentor, name of post-doc, EOD, class, requested dollar amount, and remaining balance available after requested amount is deducted.

Active Post-Doc - Budget

Each Active Post-Doctoral record has a history of the budget and funding received to date. To review the budget history, from Active, click **Post-Doctoral Proposals Approved**, and query for the designated post-doc, by mentor, by location, etc. Once the post-doc is displayed on the List screen, mark it and click on the Budget tab. The budget information will be displayed (fig. 11).

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ARIS

Post Doctoral Active Projects

Accn No 0421312 Project No 8042 42000 018 00 D Modecode 80 42 05 25 Class 2014

List Post Doc Info Proposal Remarks Budget Signature

FY	FY Total	Total All FYs	Balance Remaining
2016	70,000	\$70,000	\$70,000

Add Record View/Modify Records

Record: 1/1 <OSC>

Fig. 11 – Active Post-doc, Budget Information

Other Important Information

- If a scientist receiving a post-doc award leaves the management unit and/or Agency before a post-doc is hired, the position and funding are forfeited. If a post-doc is already hired, another mentor is assigned to supervise the post-doc.
- Post-doc positions are awarded to an individual scientist within a management unit, not the management unit in general.
- If an administrator funded post-doc leaves the position or is converted to a permanent position after entry on duty and funding has been transferred, the unused portion of the funding **MUST** be returned to Headquarters. Ask your Area Program Analyst to contact Headquarters to transfer the unused funding.
- Once the top 40 proposals have been approved by the Administrator, they are approved and moved to the Active file. All other proposals are deleted from ARIS. Therefore, if you want copies of submitted proposals for your records, printing the proposals prior to final selection of awardees in early September is required.

Ranking Process (Areas and Headquarters Only)

The final phase of the Post-Doc process is ranking the proposals. Each Area sends up their top 40 proposals to ONP for inclusion in the ranking process. Once all proposals are received from each Area, the ranking begins.

Each Area will rank their respective Area's proposals from 1 (highest) to 40 (lowest). Each National Program team will also rank the proposals concurrently. The rankings are then combined to reach the top 40 proposals for funding.

Area Rankings (Area Level Only)

To add rankings for your respective Area's proposals, go to **Work** and **Post Doctoral**. The List screen will be displayed. Put the cursor on or mark the record to be ranked, and click the **Add Ranking** button. The ranking screen will be displayed. Add the ranking (1 to N) and the signature code for the ranking official (usually the Area Director or Associate Area Director). Once the ranking is complete, click the save icon. Continue to add all rankings in the same manner.

If a ranking is incorrect, go to the ranking screen and click the **Delete Ranking**.

To print a list of rankings, mark all records, click **Print** and **Ranking Print**.

Resources:

Additional information can be found in P&P105.1-ARS.